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MELODIC

Mental Health Support for Young Adults with Cancer

Project Number: 101101253

WP1: Project management and quality assurance

Deliverable 1.1: Project implementation manual

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V1.1	31.10.2024	The deliverable updated according to the comments from THCC.	Tapio Häyhtiö

Executive Summary

This deliverable describes the project management practices implemented in the MELODIC project. Chapter one sets the ground by describing the methodology, on which the project management practices are based. In chapter two, the main requirements of the granting authority are described as well as information provided for where to seek help and gain more information. Chapter three describes the basic facts about the project and chapter four opens up how MELODIC project team deals with administrative project management practices. Chapter five focuses on describing the project document management system as well as different working platforms and chapter six closes the discussion with financial management issues.



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1. Project management methodology

Turku University of Applied Sciences (Turku UAS) has adopted the PM² methodology for standardized project management practices. PM² is a Project Management Methodology developed by the European Commission. Its purpose is to enable Project Managers (PMs) to deliver solutions and benefits to their organisations by effectively managing the entire lifecycle of their project. PM² has been created with the needs of European Union Institutions and projects in mind. PM² is a light and easy-to-implement methodology that project teams can tailor to their specific needs. PM² incorporates elements from a wide range of globally accepted project management best practices, captured in standards and methodologies. Its development has also been influenced by operational experience on various projects both within European Union Institutions and external bodies.

For the purpose of successful implementation of the MELODIC project, we will utilize the main elements of the PM² methodology:

- Establish a project governance structure,
- Describe the project lifecycle and management process,
- Manage Quality Assurance processes based on methodology
- Utilize the artifact templates, where reasonable

2. Main requirements for the project implementation

The MELODIC project is co-financed by the European Commission, European Health and Digital Executive Agency (HADEA), and is bound by rules set out in the Grant Agreement Nr. 101101253. The grant agreement is available to all partners through the Funding and Tender portal, as well as in the projects TEAMS environment.



In practice, the project reporting and control as well as communication to the granting authority is carried out through Grant Management Service (GMS). The link to the project GMS is:

<https://ec.europa.eu/research/participants/grants/101101253?ticket=ST-15162409-pBL0GLi1BacArcbzxEzplXqGHHQLxTKNxVvzqnAoWfUIXyhzjfgVQYzh3LdqF2sagRCS3EfIblutzWAA6vJ9BPWm-jpJZscgsw0KodA5yt0zJXj-GlyZrIcHGiii3ADE2zpHKuemNm0vGqMa1RckbOocemzKGYzfcaxXLGzJJfnMJAzj9JAiinbbanMMO0aIPXtF19B#!/processes>.

The GMS follows deliverables, milestones, critical risks, dissemination activities, communication activities as well as events and trainings. For each of these areas the Project Management Team will also utilize the PM² tools for daily documentation and management needs.

The lead partner is in regular contact with the assigned Project Contact (PC) from HADEA throughout the implementation of the project, including when eventual adjustments in the project would need to be confirmed. Project partners are not in direct contact with PC but inform issues to the lead partner.

Lead partner has a Project Management Team with content Lead PhD Mari Lahti, project manager Tapio Häyhtiö, and financial controller Kimmo Polvivaara (1.11.2024 Kirsi Harjula).

3. Project basic facts

MELODIC project is an international 36-month long project that started the implementation phase on 1.9.2024. The project estimated total costs are 1 799 223.52€ and the requested EU contribution of that is 1 439 378.69€.

The project lead partner is Turku University of Applied Sciences (Turku UAS) and, it has 12 partners.



Table 1 Project Partners

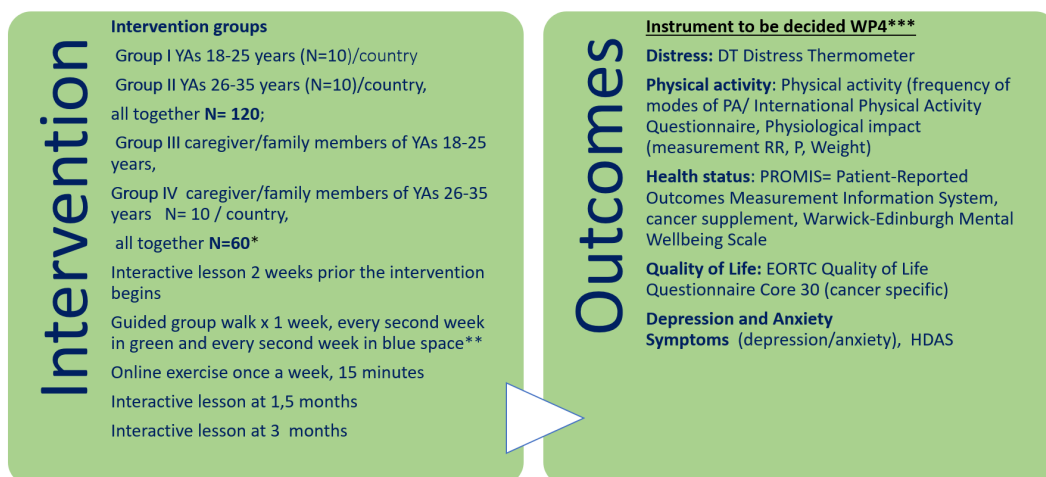
Nr.	Short name	Partner Name	Country
1	Turku UAS	TURUN AMMATTIKORKEAKOULU OY	Finland
2	NUI Galway	UNIVERSITY OF GALWAY	Ireland
3	ERASMUS MC	ERASMUS UNIVERSITAIR MEDISCH CENTRUM ROTTERDAM	Netherlands
4	ESEL	ESCOLA SUPERIOR DE ENFERMAGEM DE LISBOA	Portugal
5	UNIWA	PANEPISTIMIO DYTIKIS ATTIKIS	Greece
6	THCC	HARIDUS- JA TEADUSMINISTEERIUM (Tartu Health Care College)	Estonia
7	UTU	TURUN YLIOPISTO	Finland
8	VARHA	VARSINAIS-SUOMEN HYVINVOINTIALUE	Finland
9	CCW	CANCER CARE WEST COMPANY LIMITED BYGUARANTEE	Ireland
10	TUH	SIHTASUTUS TARTU ULIKOOLI KLIINIKUM	Estonia
11	ECO	EUROPEAN CANCER ORGANISATION	Belgium
12	YCE	FUNDATIA YOUTH CANCER EUROPE	Romania
13	KAPA3	CANCER PATIENTS GUIDANCE CENTER - KAPA3	Greece

The project will develop and test intervention that can support YAs and their family members/caregivers during the first year after the diagnosis to maintain and improve their mental health and well-being. The project will focus on producing evidence on social prescribing and psychoeducation inspired intervention including physical activity in green/blue space (element of nature/environment) and information support on mental health and wellbeing of YAs and family member/caregiver as described in picture 1.

Picture 1 Research intervention and outcomes



Physical activity in green / blue spaces with information support



* YAs and their family members/caregivers participating the intervention

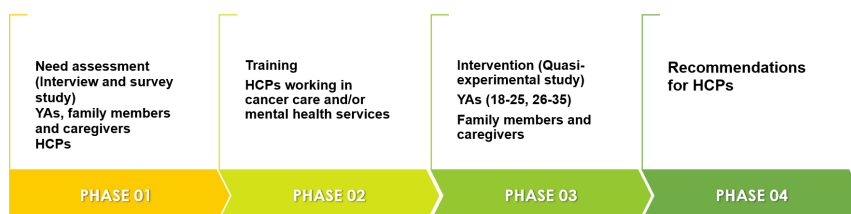
**HCP participates on walks/activities for information support

*** Research plan prepared in WP4, final selection of instruments

The project will develop training for health care professionals (HCPs) with guidance and recommendations to increase the HCPs awareness on mental health aspects throughout the entire patient care pathway and professional support. The aim of training is to increase and HCPs skills on screening, early detecting and managing mental health needs of YAs and their family/caregivers. It is project's belief that inequalities in access to mental health support can be improved, thus with limits, by investing in training of the HCPs as depicted in the Picture 2.

Picture 2 MELODIC project phases

MELODIC project phases

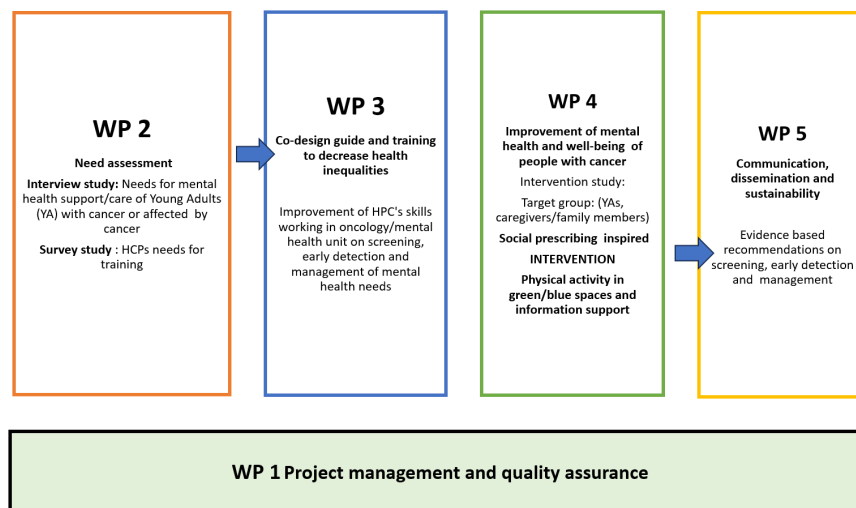




The project started with a Kick-off meeting where all the project aims and objectives was communicated to the partners and common implementation and management strategy defined. The project started the implementation with the needs assessment that will follow through to Co-designing of the Curriculum and programme. After the design phase we will carry out the piloting of the MELODIC Programme. Evaluation, Dissemination and Management are flowing through out the project continuously. The project flow is visualized in Work package overview chart below in picture 3.

Picture 3 Work package (WP) flow of the MELODIC Project.

WPs



4. Project organization

The project management is organized in sub-structures – working groups. The project overall decision-making body is the Projects Steering Committee that is set up during the first month of the project implementation. Project Steering Committee consists of people that represent the partner organization but are not directly involved in the project implementation. The Steering Committee in lead by the Chair of the Steering Committee. Turku UAS Project Manager keeps the meeting minutes of the Steering Committee. Project Steering Committee meets twice a year and when necessary for



decision making purposes. The members of the Steering Committee have voting rights but the Chair and the Presenter and Secretary does not have voting rights.

The project Steering Committee is nominated in Table 2

Table 2 MELODIC Group Members

Partner	Name of the Steering Committee Member	Title
Turku UAS	Mari Lahti	Presenter of the project content
Turku UAS	Tapio Häyhtiö	Keeper of meeting minutes
Turku UAS	Kirsi Harjula	Financial controller
Turku UAS	Camilla Laaksonen	Head of Education and Research
NUI Galway		
ERASMUS MC	Wendy Oldenmenger	Coordinator Oncology Nursing Research
ESEL	Ricardo Jorge de Oliveira Ferreira	Assistant Researcher
UNIWA	Anastasia Barbouni	Professor, UNIWA
THCC	Jaan Looga	Research Coordinator, Chair of the Steering Committee
UTU	Riitta Suhonen	Professor, Department of Nursing Science
VARHA	Pia Vihinen	Director of Western Finland Cancer Centre
CCW	Helen Greally	Director of Support Service at Cancer Care West
TUH	Gerli Kuusk	Quality Manager
ECO	Norbert Couespel	Senior Coordinator, Policy Research and EU Projects
YCE	Katie Rizvi	Executive Director
KAPA3	Spyros Zorbas	President, Greek Carers Network EPIONI



At the implementation level the main responsible body for the implementation is the Work Package (WP) Leaders team. The WP leaders team meets every second month and follows the implementation of the project using the quality management plan, risk assessment tool, project implementation plan and deliverables list. The quality assessment and evaluation reports are handled in this team first before recommendations for improvements are passed to the Steering Committee for decision making.

The project WP leaders team consists of the following members nominated in Table 3.

Table 3 MELODIC WP Leaders

Partner	WP	Name
Turku UAS	all	Mari Lahti
Turku UAS	WP1	Tapio Häyhtiö
Erasmus MC	WP2	Wendy Oldenmenger
Turku UAS	WP3	Johanna Berg
NUI Galway	WP4	Martin Power
ESEL	WP5	Joaquim Manuel de Oliveira Lopes

To successfully complete the project reporting financial management team is also established that will be called together when instructions are given for reporting and before each reporting period. The project management team is described in Table 4.

Table 4 Project Management Team

Partner	Name of Management team member	e-mail address	Role
Turku UAS	Tapio Häyhtiö	tapio.hayhtio@turkuamk.fi	Project manager
Turku UAS	Kirsi Harjula	kirsi.harjula@turkumk.fi	Financial controller



NUI Galway	Elke Rink	elke.rink@universityofgalway.ie	Financial controller
NUI Galway	Martin Power	martin.p.power@universityofgalway.ie	Project manager
ERASMUS MC	Leonieke Kranenburg	l.kranenburg@erasmusmc.nl	Senior Researcher
ERASMUS MC	Auritima Jorge Ribeiro	a.jorgeribeiro@erasmusmc.nl	Financial controller
ESEL	Ana Filipa Carvalho	a.carvalho@esel.pt	Research center scientific secretariat
ESEL	Carlos Fontoura	fontoura@esel.pt	Financial controller
UNIWA	Evanthia Sakellari	sakellari@uniwa.gr	Associate professor
THCC	Maarika Asi	maarika.asi@nooruse.ee	Development specialist
UTU	Tiina Ketonen	tiiketo@utu.fi	Financial controller
VARHA	Maijastiina Rekunen	Maijastiina.rekunen@varha.fi	Project Manager
VARHA	Suvi Uusitalo	suvi.uusitalo@varha.fi	Financial planner



VARHA	Mervi Siekkinen	mervi.siekkinen@varha.fi	Development manager
CCW	Nora Eilert	neilert@cancercarewest.ie	Counselling Psychologist
CCW	Richard Flaherty	rflaherty@cancercarewest.ie	CEO
TUH	Siret Kivistik	siret.kivistik@kliinikum.ee	Project coordinator
ECO	Clémentine Rialland	Clementine.rialland@european-cancer.org	EU Projects Officer
ECO	Marion L'HÔTE	marion.lhote@european-cancer.org	Policy Officer
YCE	Laura Cristea	finance@youthcancereurope.org	Financial controller
YCE	Carmen Mongue	research@youthcancereurope.org	Project manager
KAPA3	Eirini Papadopoulou	eirini@kapa3.gr	Financial controller
KAPA3	Evangeliki Bista	libista@kapa3.gr	Project manager

The lead partner will take responsibility for informing and guiding the partners in the reporting practices and requirements.

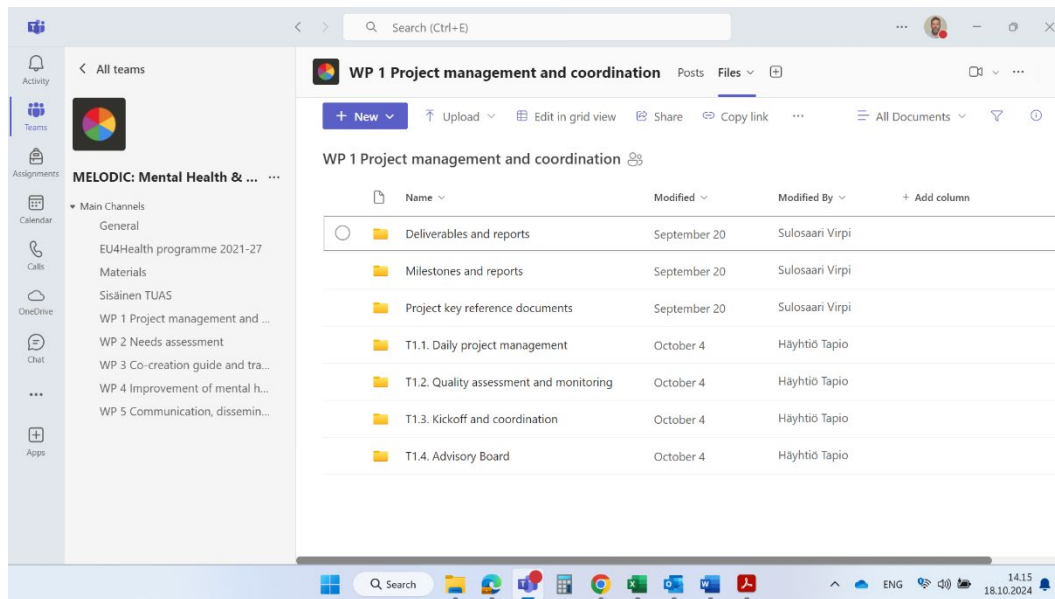
5. Project management tools and platforms

Tools for project management come from the PM2 methodology and artifacts. For MELODIC project we will use the Quality Management Plan based on PM2 and risk assessment and management plan. In addition, we will follow the milestones, deliverables and communication and dissemination activities based on the continuous



reporting structure and project implementation plan based on the project plan as per Grant Agreement.

Picture 4 Teams Structure



For daily implementation, the project will be managed through the TEAMS communication platform for sharing and working on documents. Turku UAS has established a joint TEAMS channel for the MELODIC project. All partners have access to the TEAMS channel. The channel is divided in several sub-channels (picture 3). Each WP has a dedicated folder where support materials, deliverables and management tools are available.

6. Project financial management

Project reporting is done internally among the project partners every 6 month and twice during the project life cycle to the granting authority. There are six project reporting periods internally. The financial data is collected in the funders template. Each reporting period is given one month for partners to collect and report the needed data. Report template is attached as (Annex 1). After each partner has submitted individual reports, Lead partner combines the costs of the project in a joint follow up table.



Table 5 Reporting Periods

Period	Time	Deadline	Report to granting authority
1	1.9.2024 - 28.2.2025	31.3.2025	
2	1.3.2025 - 31.8.2025	30.9.2025	x
3	1.9.2025 - 28.2.2026	31.3.2026	
4	1.3.2026 - 31.8.2026	31.9.2026	x
5	1.9.2026 - 28.2.2027	31.3.2027	
6	1.3.2027 - 31.8.2027	31.9.2027	x

Support material for the reporting can be found in the Funding and Tenders Portal:

Each partner is responsible to familiarize with the funder's financial requirements and is responsible to keep their books according to those requirements.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

Project Lead Partner will organize guidance sessions before the reporting period for guiding the partners with documentation.